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WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

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U. S. DEPARTMENT OF AGRICULTURE

May 2, 1945

COTTON AND FIBER BRANCH MEMORANDUM NO. C-1 (Revised)

Statistical Sampling 1945 Crop

This memorandum is released in accordance with the procedure outlined in Cotton and Fiber Branch Memorandum No. 4. This Memorandum supersedes all previous memoranda issued on the subject. If subsequent developments necessitate changes or additional instructions on this subject, they will be issued as supplements to this memorandum.

Selecting Representative Gins

1. The compilation of the necessary information for (the sign-up) selecting gins which will provide a representative sample of the quality of the 1945 crop will be the responsibility of the Area Manager in each of the Area offices of the Branch. The selection of gins for statistical purposes should not be made until the variety information has been obtained and applied to ginnings by districts, and the master sheets for statistical gins for the previous season have been completed along with such other data as the Area Manager may consider necessary to the proper selection of these gins. The original selection of statistical gins is to be made entirely on the representativeness of the gin without regard as to whether or not the gin will serve an organized group.

Size of the Statistical Sample

2. Upland cotton: Arrangements will be made for obtaining a statistical sample of 10 percent of upland cotton ginnings from the 1945 crop in the Southeastern Area, South Central Area, and Southwestern Area. The gins selected for each State will be determined on the basis of 10 percent of 1944 ginnings adjusted for cooperation by districts. It is very important that the samples obtained in each district approximate 10 percent, as the semi-monthly non-cumulative quality estimates are not weighted either by districts or ginnings. In the Western Area arrangements will be made for tabulating all samples classed within each ginning period, by States, as a basis for preparing the quality reports.
3. American-Egyptian: Arrangements will be made for using total samples classed from the 1945 crop of American-Egyptian cotton in preparing the quality estimates reports.
4. Sea-island: Arrangements will be made for obtaining complete data on all sea-island samples classed for the 1945 season. This is to apply in all States where sea-island is grown. A copy of each class sheet for sea-island will be submitted to the Statistical and Quality Improvement Division in Washington as soon as such samples have been classed.

Use of Organized Group Gins

5. Representativeness is the criteria for the selection of gins for statistical purposes. If samples submitted by gins handling cotton for organized improvement groups are not representative of the area they should not be used. On the other hand, in the interest of economy, no more cooperative gins should be used than are essential.

Changes in the Statistical Sample

6. The statistical sample should be checked continuously throughout the entire season by the use of appropriate tabulations of the number of samples received from each locality and the quality of cotton classed for improvement groups, loan, etc. It shall be the responsibility of the area manager to see that field men are notified weekly regarding samples received by gins and to see that fieldmen correct promptly the failure of any gin to submit samples regularly. If at any time the sample is found not to be representative, appropriate changes should be made immediately to correct the situation. It may be necessary to adjust the non-cumulative sample in some districts to bring it in line with other districts by the use of additional samples from cotton classed for organized groups where such samples are representative or by discarding part of the statistical sample where more than 10 percent is received. When such adjustments are made the number of samples involved and the State and district concerned shall be reported to the Statistical and Quality Improvement Division along with the reasons for the changes. The non-cumulative sample data for each ginning period will be adjusted to 10 percent of ginnings by districts or states as soon as ginning figures by counties are available. The adjusted sample data are to be substituted for the non-cumulative data used in the previous report. These adjustments shall be forwarded as soon as completed to the Washington Office for inclusion in the national report. Complete instructions on the application of this adjustment procedure will be forwarded at a later date.

Reports Required

7. The Area Managers will submit to the Statistical and Quality Improvement Division the following reports:
- (a) A complete set of Form OMS-245 for each State and district in each Area (except the Western Area), not later than September 15, 1945.
 - (b) A map for each State showing the location of gins selected and whether the gin is ginning for an organized improvement group.
 - (c) Each Area Manager shall prepare a report showing the percentage distribution of varieties by counties, districts and states. This report should be submitted along with the reports for (a) and (b).
 - (d) Each Area Manager shall prepare a report for each State by districts semi-monthly showing the number of samples used and the percentage of ginnings used for statistical purposes both cumulative and non-cumulative. If adjustments were made in the sample for the period, the sample actually received from statistical gins will be shown as well as the adjusted sample. A copy of this report will be submitted as soon as possible after the county ginnings figures become available.

